CORNERSTONE

CHRISTIAN SCHOOL

JK Parent/Student Handbook

"Building into your child's future."

Updated Sept. 2026

3970 Gladwin Road, Abbotsford, BC V4X 1W6

Office 604-859-7867 • Centre 604-859-2339

Welcome to Cornerstone Christian School

What a privilege to have your child(ren) in our school. We are excited about the opportunity to share with you the responsibility of guiding them to become all God intends them to be. Thank you for the trust you have placed in us.

Every decision has consequences. The decision as to **where** you will educate your child and **who** will educate your child is one of the most important you will make. Keep in mind that; a teacher sets out a direction which influences the lives of children; a teacher affects what the students will consider important; a teacher helps to forge their personalities; a teacher sets the stage for the human relationships at school and a teacher decides (to some extent) what and (certainly) how content will be taught. A teacher does all this on the basis of their own beliefs about what they value in life. **Do you know what your child's teacher values?**

I can assure you that LifeSpring Church and the Board of Cornerstone Christian School have established this school for the glory of God and the advancement of the Christian faith.

We at Cornerstone Christian School realize that educating means shaping attitudes and dispositions, and giving form to ideas. **The most successful education takes place when the home, the church and the school form an educational tripod standing firm on the base of the Word of God.** All three must work together to prepare children for the Christian life. If one "leg" of the tripod rests on a different philosophical base than the other two, children will have difficulty staying in balance and leading a successful Christian life.

We at Cornerstone Christian School are committed to teaching your child spiritually and academically, preparing them for work in the church and the world.

As we partner with families to integrate the essentials of the Christian faith into a provincially accredited curriculum, we encourage you to contact us with any questions, concerns or suggestions you may have.

Sincerely,

Cori Richard, Principal

History

In 1978 Cornerstone Christian School began in the basement of Glad Tidings Tabernacle Church near the corner of Dahlstrom and Gladwin. The school was then called Glad Tidings Christian Academy and it was started as an alternative to members of the church desiring a type of Christian education not available in Abbotsford. After a few years of offering this service to church members, the school decided to open its doors to members of other churches and the public.

Having moved to its current location in the early 1980s, the school continued using Accelerated Christian Education curriculum until 1986 when it became obvious that our students would not fare well on the newly re-instituted provincial examinations. Knowing this, the school applied to the provincial Ministry of Education and shortly thereafter, became Cornerstone Christian School, a government certified school, able to offer its students a BC Dogwood Diploma and a better chance to succeed on the provincial exams.

After years of providing education from K-12, Cornerstone Christian School decided to focus on the primary through middle school grades and presently offers Junior Kindergarten and Kindergarten through Grade 9 classes.

Today Cornerstone Christian School maintains its government certification without wavering from its foundational vision "to teach students spiritually and academically, preparing them for work in the church and the world."

Our Goal: *"Building Into Your Child's Future".*

Administration

DeBoer, Leina	Administrative Assistant	admin@cornerstoneschool.ca
Richard, Cori	Principal	principal@cornerstoneschool.ca
Thiessen, Heather	Vice-Principal Special Education CCS Online	hthiessen@cornerstoneschool.ca
Franko, Viktoriia	Accounting	finance@cornerstoneshcool.ca
Howell, Erin	JK Manager	ehowell@cornerstoneschool.ca

Index to Policies & Procedures

Introduction	7
Absences	11
Active Play Policy	15
Allergies	16
Arrival /Departure Policy	9
Care Plans (SPED)	16
Child Abuse Reporting Policy	13
Child Release Policy	9
Clothing	10
Communication/Complaint Policy	10
Early Withdrawal from Program	10
Emergency Procedures	12
Events & Celebrations	15
Field Trips	15
Guidance Policy	11
Illness/Injury Policy	13
Immunizations	16
Late Pickup Policy	9
Medical Emergency	14
Medications	15
Missing Child Policy	16
Nutrition, Food & Snacks	16
Open Door Policy	9
Program Offered	8
Registration	8
School Closures	10
Screen Time	15
Smoking	15
Toileting	16
Tuition Payments	8

Introduction

Welcome to Cornerstone Christian School, Junior Kindergarten! We are glad that you have chosen to spend this year with us. We value your children and will evidence this by providing a Christ-centered approach to learning with a spiritual and academic emphasis. Cornerstone Junior Kindergarten is governed by the Christian Outreach of Canada with a Board of six members.

Our Mission

Our goal is to educate and prepare the child for life and eternity, by providing a quality, individual learning experience in a nurturing environment, preparing them for maximum success in the primary years, both spiritually and academically.

The Program

Cornerstone Junior Kindergarten provides a play-based program with an academic component. The children will have opportunities to develop their life skills and learn about establishing respectful social relationships. We provide a quiet, nurturing environment in a bright classroom setting. We use the *Spell to Write to Read* program to provide a strong foundation for early literacy.



Erin Howell:

Junior Kindergarten teacher & Manager

The Staff

Mrs. Howell is a qualified Early Childhood Educator and licensed under the Community Care Facilities Licensing Board of British Columbia. She holds a valid first aid certificate and participates in professional development days throughout the year to learn the best practices in Early Childhood Learning. She recognizes that the family is the primary caregiver and acts as a support to the family. Mrs. Howell trusts the Lord Jesus Christ as her Savior and counts it a privilege to work with the church and the home to "bring up children in the nurture and admonition of the Lord."

Programs Offered

Monday, Wednesday & Friday	***Morning: 8:45-11:15*** ***Afternoon 12:30-3pm***
Tuesday & Thursday	***8:45-11:15am***

Registration

There will be a registration fee of $50 per child collected by Cornerstone Junior Kindergarten. This is a non-refundable fee. Registration forms can be found on our website www.cornerstoneschool.ca or they are available in our school office. We ask that with the registration form, you bring the following:

- Birth Certificate copy
- Care Card Number
- Immunization record (or a signed note if you have chosen not to immunize)
- and a current photo of your child

Tuition Payments

Payment:

To simplify tuition payments, we've partnered with TUIO, a secure and parent-friendly platform that makes managing school payments easier than ever. With TUIO, you'll be able to view and pay invoices online—anytime, from anywhere.

It is up to the parent/guardian to keep their account up-to-date. In the event a payment is not honored, the student(s) will not be readmitted until all financial obligations are met or satisfactory arrangements have been made with the Principal.

Affordable Child Care, offered by the provincial government, can help fund tuition fees for parents who qualify. However, parents are expected to pay the difference between the subsidy payment and the full amount of Cornerstone JK tuition.

Updating Information in your Child's File

Information about your child needs to be kept up-to-date at all times. Please inform the Cornerstone JK teacher of any changes in information such as: immunization records, change of address or phone number, changes in custody or authorized pick up persons, etc. We will transfer all the information you provide into your child's file.

Open Door Policy

At Cornerstone JK, we encourage parents to be involved in the classroom. Parents may visit their child's class at any time and will be involved in special activity days and class field trips.

Arrival Policy

Upon arrival, the parent must:

1. Come into the classroom to sign your child in.
2. Say good-bye to their child.
    - ⇒ If the child cries, do not prolong your departure.
    - ⇒ Make the teacher aware that you are leaving.

Departure Policy

- Children are released to parent/legal guardian(s).
- If the child is picked up by someone other than a gaurdian, that person must be on the child's list of authorized persons.
- Child must be signed out by guardian or authorized person.
- Children will not be sent home in a taxi or an Uber, nor will teachers drive them home.

- Teachers will not release your child to anyone under the influence of alcohol or drugs, or that is clearly incapable of providing safe care. In the event that the parent or designate arrives and is incapable of providing safe care:
    - ⇒ Staff will call the emergency contact person on the registration form and they will pick up the child.
    - ⇒ If the parent insists on driving, we will call 911 and give them the license plate number, description of the vehicle, etc.
    - ⇒ Alternative: A cab or Uber will be called for both parent and child. Staff will ensure that there is a responsible adult waiting at their destination.

Late Pick-up

In the event of lateness, more than 15 minutes after class ends, Cornerstone JK will charge a late fee of $3 for every 5 minutes that the child needs supervision. This will apply after three warnings.

Child Release Policy

According to Child Care Licensing Regulations, staff has been advised to ensure a child is not released from Cornerstone Junior Kindergarten to anyone except:

a. a parent

b. a person pre-authorized by the parent

Early Withdrawal from Cornerstone JK

If a parent chooses to withdraw their child from Cornerstone Junior Kindergarten, they are expected to provide one full calendar month's written notice to Cornerstone Christian School. Once notice is received, any outstanding postdated cheques will be returned to the parent, or in the case of a Personal Pre-Authorized Debit Plan, payments will be stopped. If notice is not received in a timely manner, tuition for the month will be processed.

Cornerstone JK Planned Closures

Cornerstone Junior Kindergarten follows the school year calendar, starting in September after Labour Day, and running until the second or third week of June. Cornerstone JK will be closed for all statutory holidays, two weeks at Christmas, two weeks in March for Spring Break and some of the professional development days designated by Cornerstone Christian School.

Unplanned Cornerstone JK Closures

In the event of heavy snowfall, a power outage, or any other unforeseen event that would precipitate a school closure, please check the school website: www.cornerstoneschool.ca and our Facebook/Instagram page for updates.

Clothing

Uniform is optional. If you choose to purchase uniform,:

- White, Navy or Burgundy Polo Shirt – can be purchased in the school office
- Navy pants or skirt – can be purchased anywhere

Children should bring a backpack with an extra shirt, a pair of pants and underwear for unexpected accidents. All personal belongings must be labeled with the child's name.

Communication/Complaint Policy

At Cornerstone JK, we strive to provide a variety of interesting, age-appropriate activities in a safe and nurturing environment. Parents are encouraged to maintain an open dialog with the staff at Cornerstone JK. If you find the program of Cornerstone JK or the care of your child not to your satisfaction, please bring your inquiries and concerns to the manager, Erin Howell. If a resolution is not met, please set up a meeting with Cornerstone Christian School's principal, Cori Richard. We will try our best to resolve your concerns; however as a licensed preschool we are required to adhere to Community Care Facilities Licensing regulations.

The staff will use the utmost level of confidentiality in discussing your concerns.

Keeping Parents Informed

Communication is encouraged. Monthly Newsletters will be made available to parents.

Absences

If your child will be absent, please phone or text to let Cornerstone JK know 30 minutes before class. If you are planning to be away for an extended period of time (vacation, etc.), please let the teacher know in advance.

Guidance Policy

Every child will be treated with respect and will receive recognition for and encouragement of his or her strengths. We encourage children to talk through their problems and conflicts, and to make the appropriate choices and compromises; however, if a child seems unable to cope in a situation, the teachers will intervene. The following strategies are prevention oriented.

Teachers will:

- Establish clear, consistent and simple limits.
- Offer straightforward explanations for limits.
- State limits in a positive way, rather than in a negative way.
- Focus on the behavior, rather than on the child. State what is expected, rather than pose questions. Provide choices.
- Allow time for children to respond to expectations. Reinforce appropriate behavior with both words and gestures.
- Ignore minor incidents.
- Encourage children to use the teacher as a resource.

The goal of the *Guidance Policy* is to assist children in developing self-control, self-confidence and respect for others. In the event that a child makes a choice that infringes on the safety and protection of self, others, or the environment, the teachers will use the following forms of intervention strategies:

- Gain a child's attention in a respectful way Remind the child of the expectations Acknowledge feelings before setting limits Distract and divert when appropriate
- Offer appropriate choices
- Use natural and logical consequences Redirect or limit use of equipment Give them time away

Under section 52:1-2 of the Child Care Licensing Regulations, the staff is compelled to ensure that no child in the care of Cornerstone Junior Kindergarten is:

- Subjected to shoving, hitting, shaking, spanking or any other form of corporal punishment.
- Subjected to harsh, belittling or degrading treatment whether verbal, emotional, or physical that would humiliate the child or undermine the child's self- respect.
- As a form of punishment, be confined, physically restrained or kept without adult supervision apart from the other children.

Emergency Procedures

FIRE DRILL PROCEDURES — *Once per month.*

1. Line up at classroom door or by gate it outside.
2. Students are to be silent so they can hear teacher's instructions.
1. Walk…DO NOT RUN! Follow teacher in an orderly fashion. Last student or adult helper closes door. Follow teacher silently down the hallway and out the door. Wait outside the door for all students and teacher to exit the building, then follow teacher to assigned muster point.
2. Do not go back into the building for ANY reason until the "all-clear" has been announced by the Fire Department.

EARTHQUAKE PRODEDURES — *Will practice with main school.*

If indoors:

1. Stay indoors & face away from window.
2. Assume "**CRASH**" position on knees. Crouch with knees close together, arms close to knees, back to windows preferably under a desk or table. Hold on tightly to the desk as it will travel in severe shaking. **MOVE** with the desk.
3. **COUNT ALOUD** to 60.
4. Remain in position until the earthquake is over and/or until further instructions are given.

In Halls, Stairways or Places where No Cover exists:

1. Move to interior wall (avoid lockers if possible).
2. Kneel with back to wall, place head close to knees, clasp hands behind neck and cover side of head with arms.

If Outdoors: Move to an open space away from buildings, trees and overhead power lines. Crouch or assume the crash position. Keep looking around to be aware of dangers that may demand movement.

LOCK DOWN PROCEDURES — *Will practice with main school.*

1. PULL all students in the vicinity of your classroom into your room.
2. LOCK your door.
3. COVER the window with a large sheet of paper.
4. SIT down on the floor, away from the direct view from your windows/ doors.
5. BE QUIET!
6. DON'T allow anyone to leave the room, for ANY reason (ie. fire alarm, bathroom, first aid, etc.).
7. DON'T open the door for ANY reason (ie. knocking, parents, staff members, police, etc.).
8. Create a CALM environment within your room.

Wait for an "ALL CLEAR" announcement from Cori/ Leina, which will come over the loudspeaker, NOT a knock on your door. They will dismiss one class at a time (ie. "Mr. Dueck's class please proceed to the field.")

9. Take your class to the FIELD, as per fire drill procedure.
10. Teachers will CHECK that all students are accounted for.

ANAPHYLAXIS TRAINING — Staff members will review each year the risks of anaphylaxis and the techniques involved in using an EpiPen. (This occurs in the August Staff Meetings.)

Cornerstone JK has an alternate Evacuation Site in the case that the Cornerstone campus is unsafe after an emergency. This location is Trinity Lutheran Church at 3945 Gladwin Rd, Abbotsford.

Cornerstone Christian School will provide you an out of province contact that you can use only during a local emergency (forest fire, flood, earthquake etc.) This contact person lives outside of the Lower Mainland/Fraser Valley area. In the event of a local emergency if we cannot contact you, the parent, we will be sharing vital information about your child with this person.

Abuse Reporting Policy for Children

Cornerstone Junior Kindergarten will ensure that no child enrolled in the program, while under the care and supervision of the staff, is subjected to emotional, physical, or sexual abuse, as well as physical or emotional neglect. Our staff is required by law to report, in writing, to the Ministry for Children and Families, any child abuse and neglect, or any reasonable concerns which they believe are occurring in the form of abuse and neglect.

"Everyone who has reason to believe that a child has been or is likely to be physically harmed, sexually abused or sexually exploited by a parent or other person, or needs protection in the circumstances described in section 13 (L to K) of the Child, Family and Community Service Act, is legally responsible under Section 14 of that Act, to report promptly to a child protection social worker."

Helpline for Children Phone No *310-1234* from anywhere in BC (no area code needed)

Ministry of Children and Family Development Child Protection Publications:

http://www.mcf.gov.bc.ca/child protection./publications.htm

Notification of Illness or Injury (CCLR Part 4-Div.3 (54) A/B)

Parents are advised to keep their child home for the following conditions:

- Pain-any complaints of unexplained or undiagnosed pain
- An acute cold with fever, runny nose and eyes, coughing and sore throat
- Difficulties in breathing-wheezing or persistent cough
- A fever (100F/38.3C or more)
- Infected skin, eyes or undiagnosed rash
- Diarrhea or loose bowel movements
- Nausea and/or vomiting
- Severe itching of body and/or scalp
- A known or suspected communicable disease
- Headache and stiff neck
- Ear ache
- Lice (until treated)

Please keep your child at home if they are not well enough to participate in the program. Should your child arrive to Cornerstone Junior Kindergarten exhibiting any one of these symptoms, Cornerstone JK staff may refuse admittance. Fraser Health Authority will not allow us to care for children who are deemed contagious to others. Please ensure that you have accurately completed the Medical History section of the registration form.

Head Lice

If you know that your child has been in contact with Head Lice, please let the staff know. If your student is found to have lice, you will be contacted to pick up your child. The following steps should be followed before returning your child to school:

- Treatment of child and family members with appropriate lice shampoo
- Follow-up treatment in one week
- Screening and checking for nits

Communicable Diseases

Any child that contracts a communicable disease such as Chickenpox, Mumps, Measles, etc., will not be able to return to school until the doctor has given written permission for the child to return. When a child contracts a communicable disease, a notice will be placed on the bulletin board to inform the other families. All personal information will be kept confidential and the Community Health Authority notified.

Medical Emergency

If your child becomes ill or is injured while at school, the staff will quickly assess the situation and decide what action or attention is required. Outlined below are three procedures that may be followed:

1. If First Aid is required, the staff qualified in First Aid will provide treatment and:
    - acknowledge child's feelings
    - provide close supervision to ensure that the child does not require further first aid or medical attention
    - complete two "Ouch Reports" one for the parent and one for the Cornerstone JK files
    - inform the family when they come to pick up the child
2. If medical attention is required:
    - contact Parent/Guardian or delegated contacts if necessary
    - contact child's doctor if family cannot be reached
    - if doctor is unavailable, proceed as if it is an emergency medical situation
    - access child's file for the emergency consent card, provide information to doctor and family/ emergency contact
    - support the child and family/contact person, complete Reportable Incident Form and process
3. If emergency medical attention is required, qualified staff will administer First Aid until ambulance attendants arrive. Senior staff will:
    - call ambulance
    - ensure an adult is supervising other children present, access the emergency consent card
    - give the emergency consent card to the ambulance attendants
    - contact the family and or emergency contacts
    - provide information to the doctor and family, support the child and family
    - complete Reportable Incident Form and process

Medications (CCLR Part 4-Div.3 -53)

We prefer not to administer any medications to children while at the school. However, if this is clearly necessary, a medication form needs to be filled out and the medication must be given directly to the teacher. It cannot be kept in the child's custody.

Medication must be in its original container. If a child is receiving medication (i.e. Antibiotics), he/she may not return to the school until a full 24 hours after the first dose of medicine

Active Play Policy

Community Care Facilities Licensing requires that children participate in a minimum of 30 minutes of outdoor play per Cornerstone JK class. Children will take part in daily outdoor playtime for a minimum of 30 minutes per class (when the weather is poor, children will be involved in indoor active play; a combination of teacher directed and free play movement activities) at Cornerstone Junior Kindergarten. We will be playing outside in many types of weather; rain, snow, sun, etc. To facilitate this outdoor time, please send your child weather-appropriate clothing. Children should have raincoats and boots for rainy days, snow coats, snow pants, snow boots, mittens, and toques for cold days and sunglasses and hats for sunny days from April to June. We will avoid peak sun hours on hot days, but we recommend you apply sunscreen to your child before they arrive at Cornerstone JK. Movement activities are part of our circle time as well (songs, games, stories, etc. included) to encourage children to avoid long periods of sitting.

Screen Time Policy

Children attending Cornerstone Junior Kindergarten do not have screen time (TV, computer, etc.) available to them. Occasionally, a very brief educational video clip or picture is used to enhance a concept they are learning. Children at CJK will have a variety of hands-on learning experiences available to them.

Smoking Policy — Smoking is not permitted in the facility.

Events & Celebrations

Birthday treats are encouraged when your child has a birthday. However, please ensure that the treats are 'allergy friendly' (please check with the teacher).

Field Trips

We require that a parent or authorized person drive and supervise their child on field trips, or the child will not be permitted to attend.

Special Events

Christmas Concert - *December*

Graduation - *May/June*

Toileting

Children are expected to be toilet trained. However, in the event that a child is not, special consideration will be given to this at the time of registration in order to enroll the child.

Allergies

It is extremely important for you to inform the staff of your child's allergies that are related to foods, pets, stings and the environment. If your child has a reaction to a food (i.e. peanuts), our staff will ask the other families to refrain from bringing these foods into the building while your child attends the school session. You will be informed of the current restrictions due to the allergies of the children.

Nutrition, Food & Snack

Since nutrition is an important part of your child's development, a small healthy snack is a good choice. Snacks may be a variety of items such as fruit, vegetables, cheese and crackers, muffins. Children will need to bring their own snack each day they attend. Our Junior Kindergarten is a ***Nut AwareZone*** for health reasons. You are now allowed to send your child with any snacks that include nuts. Avoid offering children at Cornerstone JK foods that will increase the risk of choking, such as peanuts, hard candy, popcorn, seeds or lumps of peanut butter. Be certain that hotdogs, raw fruits or vegetables are cut in pieces too small to lodge in children's throats.

Missing Child Policy

If a child becomes lost at the school:

- Police will be contacted immediately.
- Our Code Red (missing child search plan) will be put into action.
- Parent/Guardian will be contacted when there is an appropriate time.

Immunizations

Cornerstone Junior Kindergarten strongly encourages that children are immunized according to the recommended immunization guidelines of British Columbia. However, if a parent chooses not to immunize their child, the parent will be required to sign an Immunization Record form.

A photocopy of children's immunizations will be kept in their file in the classroom. Also, for those children who are not immunized, the signed Immunization Record form will be kept in the individual child's file in the classroom.

Care Plans

For any child that requires extra support, a care plan will be created that includes the diagnoses, the course of action recommended by health professionals and the resources available to the child (CCLR Section 58).

"Train up a child in the way he should go;
even when he is old he will not depart from it."

~ Proverbs 22:6